

Issuing Paper Bonds

Qualified issuing agents receive payments and process purchase orders for paper Series EE savings bonds and Series I bonds. Order forms are forwarded by agents to their servicing Federal Reserve Banks (FRBs). Servicing FRBs will process savings bond purchase orders, arrange for the printing of the bonds, and mail them to the address indicated on the purchase order form. Bonds should be received within 15 business days of the purchase order date.

To buy a Series EE savings bond, a purchaser must complete an Order for Series EE U.S. Savings Bonds form PD F 5263, or PD F 5263-1 for fiduciary registrations. For Series I bond purchases, use a Series I Order for U.S. Savings Bonds form PD F 5374, or PD F 5374-1 for fiduciary registrations. While the Series I forms are very similar to the Series EE forms, pay particular attention to Section 5 when calculating the total issue price. Instructions and proper forms of registrations are provided on the back of the third copy of each form. For additional information on acceptable forms of fiduciary registrations, refer to Appendix A. The white boxes on the order forms identify spaces where either the purchaser or you must provide information for the form to be considered complete. If the servicing FRB receives an incomplete order form, the form may be returned to you for proper completion.

As an issuing agent, it is your responsibility to:

- Ensure that each savings bond purchase order form is complete, accurate, and legible.
- Collect payment for the bonds being ordered.
- Ensure your servicing FRB receives purchase orders within five business days of the recorded purchase date.
- Reconcile your reserve account charges promptly.
- Handle all inquiries regarding bonds.

You will be paid a fee of 50 cents per purchase order form submitted on paper and a fee of 85 cents per purchase order submitted in an automated format. Your servicing FRB will credit fee payments on a monthly basis to your institution's reserve/correspondent account.

Note: In addition to bonds issued through an issuing agent, bonds are also issued through Payroll Savings Plans and issued in electronic format in TreasuryDirect via www.treasurydirect.gov. Contact your servicing FRB for further information. (Payroll bond orders are not eligible for fee payments.)

Bond-a-Month Plan



Maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase.

A Bond-a-Month plan allows your customers to automatically purchase savings bonds on a regular basis. Purchasers should complete a separate purchase order form for each different bond registration issued through a Bond-a-Month plan. You should maintain a signed original order form for each separate registration requested for a Bond-a-Month purchase. You do not have to require purchasers to sign subsequent purchase orders. Instead you should photocopy the original form, enter "Bond-a-Month" in the signature field, and properly stamp and date the purchase order each month before batching and submitting the order. To ensure timely delivery, you should maintain current address records for purchasers.

Gift Bonds

Whenever the purchaser and named owner of a bond are different, you should offer the purchaser a gift certificate. The purchaser can use this non-negotiable certificate to inform the named owner that a bond will be mailed directly from the FRB. You can complete the certificate or ask the purchaser to do so. No gift indicator will be shown on the face of the bond. Purchasers can request that bonds be mailed to them instead of the intended owner by completing Item 2 of the order form. Although such names will be shown on the bond, no rights of ownership are conferred on the addressees, nor can they redeem the bond.

A variety of gift certificates are available at www.treasurydirect.gov/mar/margiftce_hi.htm.

Sample Gift Certificate



Completing the Order Form

The following subsections provide instructions on how to complete form PD F 5263. When possible, use black ink and capital letters.

Note: When ordering bonds for fiduciaries and organizations, purchasers should complete form PD F 5263-1, Order for Series EE U.S. Savings Bonds to Be Registered in Name of Fiduciary. Batch such orders separately using the RDS batch transmittal letter 8642.



If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN.

(1) Full Name of Owner or First-named Co-owner

In addition to the owner's name, enter a social security number (SSN) in the appropriate box or the order will not be processed. If the order is for a gift bond purchase and the intended owner's SSN is unknown, use the purchaser's SSN. The use of the purchaser's SSN does not imply rights to the bond or require interest income reporting. No gift indicator will be shown on the bond. The full SSN will not appear on the actual savings bond. It will be masked in the following manner: *** ** 6789.

(2) Name of Person To Receive Bonds If Other Than The Owner or First-named Co-owner Above

If the bond is to be mailed to the owner or first-named co-owner's residence, leave this section blank. However, if the bond is to be mailed to a different name or address, enter that person's name in Item 2 so that the postal service will deliver the bond correctly. While the name must appear as part of the delivery address, this does not establish bond rights or entitlement.

(3) Address Where Bonds Are To Be Mailed

Complete delivery information in full. If a bond is to be mailed to a residence or address different from that of the owner or first-named co-owner, enter the recipient or "mail to" name in Item 2. Mailing bonds to a foreign address should not be encouraged. Buyers who want bonds mailed to foreign addresses should be advised whenever possible that a bond bearing a foreign address is far less likely to arrive at that address. It is also difficult to redeem a bond if you are living outside the United States.

(4) Co-owner or Beneficiary

If a name is entered, either co-owner or beneficiary should be checked. Co-ownership will be assumed if neither or if both boxes are checked.

(5) Bonds Ordered

Verify that all of the required information is complete and accurate. For each denomination, verify that the quantity multiplied by the issue price equals the amount shown in the "Total Issue Price" column. Then verify that the sum of the totals in this column equals the amount entered in the "Total Issue Price of Purchase." Verify that the payment received from the purchaser equals the total issue price of bonds being purchased.

If the purchaser does not indicate the denominations desired, the servicing FRB will issue the fewest bonds possible to equal the total issue price of the bonds shown on the purchase order. *The amount appearing as the "Total Issue Price of Purchase" is the dollar amount that you are certifying when issuing a receipt to the purchaser and is the amount which, unless otherwise designated, determines the denomination of bond(s) to be issued.*

(6) Date Purchase Order and Payment Presented to Agent

This date will establish the issue date (month and year) of the bond. The date must be entered in month-day-year order. If a savings bond order form is held for a personal check to clear, the order form should be dated when the funds are available. Be sure to inform the purchaser that payments made by personal check may result in a later issue date due to the time required to clear checks. Normal transaction cut-off times can affect the issue date of a bond as discussed in the "Issue Date" Section in Chapter 1. If the purchaser enters an incorrect date, correct it and ask the purchaser to initial the correction.



The purchase date will establish the issue date of the bond.

(7) Signature

Verify that the purchaser signed the order form and provided a daytime phone number. With the exception of purchases in established, existing Bond-a-Month purchase plans, the purchaser's signature is *always* required. Purchaser information is required when it is not included in the bond registration.

(8) For Agent Use Only

You *must* stamp the copies of the order form in the designated area to validate the transaction. The stamp *must* provide sufficient information to readily identify the institution and branch location processing the savings bond order form. If necessary, you may use this area for other agent information, such as a branch code or teller station identification number.



Advise bond owners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

(9) Distribution of Order Forms

The Order for Series EE U.S. Savings Bonds form PD F 5263, is a three-part form. Send the original green copy to your servicing FRB. The first white copy is for your records, and the second white copy serves as the purchaser's receipt. Advise bond owners to keep a record of their holdings by serial number, issue date, registration, and face amount in a safe place separate from the bonds.

Sample Order Form – PD F 5263

Note: Series I Bond Form 5374 is the same format as shown below.

① Full name of owner or first-named co-owner

② Recipient or "mail to" name if the mailing address is different from the bond owner's residence

③ Address where bonds are to be mailed

④ Co-owner or beneficiary

⑤ Bonds ordered

⑥ Date purchase order and payment presented to agent

⑦ Signature

PD F 5263 Department of the Treasury Bureau of the Public Debt (Revised July 2001)		ORDER FOR SERIES EE U.S. SAVINGS BONDS		OMB No. 1535-0084 Previous Editions Usable	
PLEASE FOLLOW THE INSTRUCTIONS ON THE BACK. PRINT IN CAPITAL LETTERS. SCANNABLE FORM — DO NOT WRITE OUTSIDE BOXES.					
1. FULL NAME OF OWNER OR FIRST-NAMED COOWNER					
Name MAYA D SCHOENFELDT					
Social Security Number 123-45-6789					
2. NAME OF PERSON TO RECEIVE BONDS IF OTHER THAN THE OWNER OR FIRST-NAMED COOWNER ABOVE					
Mail to:					
3. ADDRESS WHERE BONDS ARE TO BE MAILED					
1234 REAL WAY					
(NUMBER AND STREET, RURAL ROUTE, OR POST OFFICE BOX)					
HAPPENENSTANCE					
(CITY OR TOWN)					
CT 01234					
(STATE) (ZIP CODE)					
4. COOWNER OR BENEFICIARY (Optional) The following person is to be named as <input type="checkbox"/> coowner <input type="checkbox"/> beneficiary:					
Name					
(Coownership will be assumed if neither or both blocks are checked.)					
5. BONDS ORDERED					
Denom.	Quantity	Issue Price	Total Issue Price	FOR AGENT USE ONLY	
\$ 50		X \$ 25.00	= \$		
\$ 75		X \$ 37.50	= \$		
\$ 100		X \$ 50.00	= \$		
\$ 200	1	X \$ 100.00	= \$	100.00	
\$ 500		X \$ 250.00	= \$		
\$ 1,000		X \$ 500.00	= \$		
\$ 5,000		X \$ 2,500.00	= \$		
\$ 10,000		X \$ 5,000.00	= \$		
TOTAL ISSUE PRICE OF PURCHASE			\$	100.00	
				AFFIXED AGENT STAMP CERTIFIES THAT TOTAL AMOUNT OF PURCHASE IS CORRECT	
6. DATE PURCHASE ORDER AND PAYMENT PRESENTED TO AGENT					
06 20 02					
(MO.) (DAY) (YR.)					
7. SIGNATURE					
MAYA SCHOENFELDT					
PURCHASER'S SIGNATURE					
(999) 999-9999					
PURCHASER'S NAME, IF OTHER THAN OWNER OR FIRST-NAMED COOWNER (Please print)					
DAYTIME TELEPHONE NUMBER					
STREET ADDRESS (If not shown above)					
CITY STATE ZIP CODE					
5263 0399 SEE INSTRUCTIONS FOR PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE					
FRB COPY					

⑧ For Agent Use Only

⑨ Distribution of order forms

Batch Transmittal Information

Sample of Series EE Bond Form 8642

Note: Series I Bond Form 1357 is the same format as shown below.

Series EE Bonds Form 8642													
<p>Instructions:</p> <ul style="list-style-type: none"> • Write clearly and legibly. • Please use paper clips - do not staple. • Do not submit a photocopy of form. <p>To Reorder:</p> <ul style="list-style-type: none"> • Call 1-800-553-2663 • Submit reorder form to: Federal Reserve Bank of Minneapolis PO Box 89 Minneapolis, MN 55480-0089 													
<p>Agent Information</p> <p>0 9 1 0 - 0 0 0 8 - 0 - 0 0 0 0</p>													
1 Contact name and phone number	<p>FEDERAL RESERVE BANK OF MPLS PO BOX 89 - CHECK DEFERRED PYMT. MINNEAPOLIS, MN 55480-0291</p> <p>Contact Name (print): _____</p> <p>Phone Number: () - _____</p>												
2 Batch date	<p>Batch Date: _____</p> <p style="text-align: center;">M M D D Y Y</p> <p>Batch Number: 9 9</p>												
3 Number of purchase order forms	<p>Number of Applications: _____</p> <p>← should not exceed 40 applications</p>												
4 Batch dollar amount	<p>Batch Dollar Amount: \$ _____</p>												
5 Foreign or fiduciary orders	<table border="1"> <thead> <tr> <th colspan="2">FOR FRB USE ONLY</th> <th colspan="2">ISSUING AGENT: COMPLETE IF NECESSARY</th> </tr> </thead> <tbody> <tr> <td>Batch</td> <td>DVC</td> <td colspan="2">If foreign or fiduciary, please check one. Do not mix foreign and fiduciary with regular apps; make separate batches.</td> </tr> <tr> <td>2nd Pass</td> <td>Arb</td> <td>Foreign: <input type="checkbox"/></td> <td>Fiduciary: <input type="checkbox"/></td> </tr> </tbody> </table> <p style="text-align: center;">For Issuing Agent use only</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	FOR FRB USE ONLY		ISSUING AGENT: COMPLETE IF NECESSARY		Batch	DVC	If foreign or fiduciary, please check one. Do not mix foreign and fiduciary with regular apps; make separate batches.		2nd Pass	Arb	Foreign: <input type="checkbox"/>	Fiduciary: <input type="checkbox"/>
FOR FRB USE ONLY		ISSUING AGENT: COMPLETE IF NECESSARY											
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2nd Pass	Arb	Foreign: <input type="checkbox"/>	Fiduciary: <input type="checkbox"/>										

Attach a form 8642 to each batch of purchase order forms that are complete and ready to be forwarded to your servicing FRB for processing. You should batch orders using form PD F 5263-1 (for fiduciary registrations) separately from those using form PD F 5263. Your servicing FRB will furnish you with mailing labels for use when submitting your batched order forms. You may send batches through the regular mail.

(1) Contact Name and Phone

Identify the person and telephone number to contact for further information.

(2) Batch Date

Enter the date the batch was forwarded to your servicing FRB.

(3) Number of Purchase Order Forms

Enter the total number of purchase order forms. The total number of purchase order forms in a batch must not exceed 40.

(4) Batch Dollar Amount

Verify that the sum of the "Total Issue Price of Purchase" values on the application order form equals the total issue value recorded on the batch transmittal form.

(5) Foreign or Fiduciary Orders

If foreign or fiduciary applications are being submitted, please check the appropriate box. Do not mix foreign or fiduciary orders with regular applications. Submit separate batch transmittal forms.

Submitting Order Forms

Your servicing FRB should receive batched savings bond orders within five business days after the recorded purchase order date (purchase order date plus five business days.) Section 6 of each order form indicates the purchase date. After the fifth business day, interest may be assessed on delayed funds and will continue to accrue until the servicing FRB receives the batch.

It is important to batch your Series I bond order forms separately from your Series EE order forms and submit them with the appropriate batch transmittal letter form 1357. Also, form PD F 5374 orders must be batched separately from form PD F 5374-1 for fiduciary orders.



See "Late Remittance Interest Assessments" in this chapter.

Although you must submit paper applications bearing a fiduciary registration or a foreign address directly to your servicing FRB, you have several options for automated submission of other order forms, such as bulkdata, Home Banking, FedLine for the Web Savings Bonds, and PC RDS32. The table below describes the options for automated submission of savings bond orders.

Methods for Automated Submission of Savings Bond Order Forms	
Bulkdata	Information transmitted electronically over communication channels in mass form.
FedLine for the Web Savings Bonds	An application which allows depository financial institutions to key bond orders and transmit them via the internet. Bond orders are subsequently batched and transmitted to the respective servicing FRB.
PC RDS32 for Windows	Software developed by servicing FRBs which allows customers to key bond orders and generate an order file in the specifications required. The order file may be submitted by diskette or transmitted via FedLine Web Savings Bonds.
Home Banking	Refers to the sale of savings bonds through online account access with a financial institution's own Internet Banking system. The Savings bond order file may be submitted via FedLine Web Savings Bonds or a bulk data transmission.

Agent Instructions



Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date.

Payment Method

Your servicing FRB will debit the total issue value of savings bond purchase orders to a specified account on the day of receipt. You may ask your servicing FRB to charge your reserve or clearing account or that of your correspondent. You must complete a correspondent agreement to charge another institution's account on your behalf.

Late Remittance Interest Assessments

Ensure that your servicing FRB receives the savings bond purchase orders within five business days after the purchase order date. If you fail to comply with this requirement, the FRB may charge your institution interest. Interest assessments are either collected monthly by a debit to your designated reserve or correspondent account, or may be waived if a month's total assessments for an institution are less than \$50.

Forms Supply

You can obtain supplies of various forms from your servicing FRB. Forms include: Order For Series EE U.S. Savings Bonds PD F 5263, Order For Series EE U.S. Savings Bonds To Be Registered in Name of Fiduciary PD F 5263-1, Order For Series I U.S. Savings Bonds PD F 5374, Order For Series I U.S. Savings Bonds To Be Registered in Name of Fiduciary PD F 5374-1, Batch Transmittals Form for Series EE 8642, Batch Transmittals Form for Series I 1357, Gift Certificates PD F 5276, and RDS Mailing Labels.



Retain copies of order forms and associated batch transmittals for four months.

Retention of Records

Retain copies of order forms and associated batch transmittals for four months in case a batch is lost or there is a discrepancy with order information. Also ask purchasers to retain their copy of the purchase order form until the bonds are received by their intended recipient.

Delivery of Bonds

Bonds are delivered by regular mail at the risk and expense of the United States if they are sent to addresses in the United States or its possessions, the Commonwealth of Puerto Rico, or to APO and FPO addresses.

Bonds Not Received by Addressee Due to Loss or Theft



Inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date.

Be sure to inform purchasers that bonds should be received by their intended recipient within 15 business days of the purchase order date. In the case of multiple bond orders, recipients should thoroughly check the contents of any envelopes received because multiple bonds may be in one envelope. If the intended recipient does not receive the bond(s) within 30 calendar days, check your records to confirm that the order was forwarded to your servicing FRB in a timely manner. Once this has been established, contact your servicing FRB and provide the following information:

- Your agent account number (9-digit routing transit number plus 4-digit branch number)
- Batch transmittal date and dollar amount
- First-named owner and social security number
- Dollar amount of purchase order
- Purchaser's name and address
- Address where PD F 3062 is to be mailed

After confirming that the bonds were issued and mailed, your servicing FRB will complete Part I of form PD F 3062 to provide a complete description of the bond(s), including serial number(s), and mail the form to the appropriate individual. The customer should complete Part II and, if appropriate, Parts III and IV.

Everyone named on the bond(s) as owner, co-owner, or beneficiary should sign the form. Both parents should sign on behalf of a minor registrant, who is too young to sign, and a court-appointed representative should sign on behalf of the estate of an incompetent or a deceased person named on the missing bond. If one or both parents cannot sign on behalf of a minor, or if

there is no representative appointed for an estate, contact your servicing FRB for instructions. Forward the completed and signed claim form to your servicing FRB.

- Lost bonds older than 12 months will be replaced by the Bureau of the Public Debt. The customer should follow the same procedures as if the bond was lost after receipt. The customer should complete and mail a form PD F 1048 rather than a form PD F 3062.”



For information on requesting replacements for bonds lost after receipt, see “Replacing a Bond” in Chapter 1.

Correcting Errors on Bonds

Do not return bonds with minor typographical errors, such as a misspelled address, for correction. Do not correct an error by erasing, striking, or using correction fluid.

If a bond has an incorrect social security number, it is not necessary to reissue the bond to correct the error. Since the full social security number does not appear on the bond, the bond owner will only be able to compare the last four digits of the number. However, it is important to update Treasury's records to ensure that future transactions can be processed. Instruct the owner to retain the bond and send a letter stating the correct social security number and describing the bond by issue date, registration, serial number, and denomination to Division of Accounting Services, Treasury Securities Accounting Branch, Savings Bond Section, Bureau of the Public Debt, Parkersburg, WV 26106-1328.

Return bonds and supporting evidence to your servicing FRB to correct the following types of errors:

- Incorrect registrations
- Unauthorized forms of registration
- Issue of incorrect denomination
- Incorrect issue date
- Incorrect series

The required evidence varies according to the type of error:



Forms you'll need to complete and submit to correct an error.

- **If the agent made an error**, a form FA 400 completed and signed by an officer or other authorized employee of the agent.
- **If the purchaser made an error**, a form PD F 4000 for Series EE bonds or PD F 5387 for Series I bonds, completed and signed by the purchaser. Signatures on the forms should be certified or guaranteed by a bank officer or other authorized employee.
- **If the error is due to an employer providing incorrect data in purchasing bonds for an employee under the payroll savings plan or as a gift, prize, or bonus**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 also may be required if it appears that any person's interest would be adversely affected.
- **If the error is due to an employer purchasing a bond for the wrong employee under the payroll savings plan, and if no deductions have been accumulated to cover the issue price**, a form FA 400 completed and signed by an official of the employer. A form PD F 1849 may also be required if it appears that any person's interest would be adversely affected. If some deductions, but not all, have been accumulated, include a form PD F 1849, completed and signed by the employee who was issued the bond in error - whether sole owner or co-owner - acknowledging receipt of any payroll balance due and that the employer is entitled to the issue price of the bond. In this instance, the form PD F 1849 need not be certified.
- **If the bond is issued under a Bond-a-Month Plan after a customer's authorization to purchase is terminated**, a form FA 400 completed and signed by an officer or other authorized employee of the issuing agent. If the authorization to purchase is terminated by

death, include (1) the date the account was charged, (2) the date of the purchaser's death, and (3) the date the death first became known to the issuing agent.